

ALC MEETING MINUTES

February 28, 2012

Membership

Members: Sandra Balkema, Paul Blake, Michael Bouthillier, Robert Buckingham, Cheryl Cluchey, Michael Cooper, Debra Cox, Brian Craig, Debra Curtiss, Deborah Dawson, Cambria DeHoag, Stephen Durst, Van Edgerton, David Frank, Sharon Hamel, Kim Hancock, Susan Hastings-Bishop, Joseph Karafa (chair), Gregory Key, Joe Lipar, Glen Okonoski, Tracy Powers, Piram Prakasam, Theresa Raglin, Steven Reifert, Randall Schroeder, Larry Schult, Todd Stanislav, David Steenstra, Deborah Thalner, Matthew Wagenheim, Kirk Weller, Trinity Williams, Helen Woodman, Jim Woolen, Gregory Zimmerman

AGENDA

1. Approval of Minutes from 2/14/2012 – Andy Karafa
2. Discussion of WebFocus Reports – Deb Cox
3. Introduction of Concur (Travel Software) – Linda Golden and Rick Christner
4. Discussion of Certificates
5. Open Forum
6. Updates from Colleges/Schools/Departments

Handouts: MyDegree Reports 2012, Concur Power Point and Teams List, List of Certificates and Degrees

1. Approval of Minutes from 2/14/2011
 - ❖ Minutes approved
2. Discussion of WebFocus Reports – Deb Cox
 - ❖ Handout: MyDegree Reports 2012 list
 - ❖ This list is what other schools are using
 - ❖ These reports are important for retention information
 - ❖ Any questions, email MyDegree on Lotus Notes
 - ❖ "E" on the list can be used in a variety of ways.
 - ❖ Off-Campus reports and transfer credit reports still in development
 - ❖ "E", "O", "P", and "K" are reports desired by the ALC
 - ❖ Afterthoughts, please email.
3. Introduction of Concur (Travel Software) – Linda Golden and Rick Christner
 - ❖ Handout: PowerPoint for Concur, Teams list
 - ❖ Watched three video overviews of Concur capabilities
 - ❖ Use of Concur may facilitate contract rate negotiation with travel vendors
 - ❖ Transition set to be complete by October
 - ❖ Personal travel booking will be an option
 - ❖ No integration with Motor Pool at this time.
4. Discussion of Certificates
 - ❖ Handout: Certificates and Degrees list
 - ❖ What is the value of certificates? Additional training for graduated students and continuing education
 - ❖ Banner report available for students in pursuit of certificates
 - ❖ More certificates from other (non-business) disciplines desired
 - ❖ Some curricula are so tight there is no room for 4 courses to add a certificate

- ❖ 12 credits required for a certificate
- 5. Open Forum
- 6. Updates from Colleges/Schools/Departments
 - ❖ Friday, April 13, 2012 will be a Quizbowl to kick off the International Festival
 - ❖ Sunday, April 15, the International Festival is moving to IRC and expanding
 - ❖ Upcoming: Plans for a Student Assessment of Online learning; CAS online course management

Adjourned: 9:50 a.m.